

# THE FRIENDS OF COLCHESTER MUSEUMS

Charity No 310669

## GENERAL DATA PROTECTION REGULATION 2018

### PRIVACY STATEMENT

#### What data do we collect?

Name & Address, Email address, Telephone Number. IP addresses may also be logged when individuals access our website - although this data is not used to identify an individual, but rather to establish numbers and trends of those visiting our webpages.

#### Where do we store the data?

Electronic database and back-up hard copy

#### How do we protect and document the data we have?

The database is password protected and the hard copy files are kept at a secure private location.

#### How long do we plan to keep the data for?

For as long as the membership continues

#### Do we have a function/ reason for every piece of data we collect?

The main reason for collecting the data is for making contact with the individual members. Data collected would typically include:- Name and Address, Membership Status, Email Address, Phone Number and basic details regarding payment preference of subscription (i.e. standing order)

#### What is the process if someone asks to be removed from our records?

Following a written request, either by letter or email, the individual's personal details will be permanently deleted from the electronic database and hard copy records within one month of receiving such notification

<b>Data Audit Form</b>	
Type of Data	Electronic and hard copy
Description of data	Mailing list
Officers responsible	Patrick Denney (electronic) Peter Evans (hard copy)
Date of consent to hold data	From commencement of membership
Where the data is stored	Personal password protected computer and secure private location
Source of the data	Members' voluntary submission
Purpose of the data	To facilitate mailing and contact with members
How the data is protected in its storage	Computer password and secure private premises
Usage restrictions	Only elected officers of the Group have access to the information
Usage rights	Members will retain the right to have their personal information amended or withdrawn at any time
Usage frequency	The individual member's personal information is used on an ongoing basis in order to administer their account, but particularly so when newsletters and important notices are sent out two or three times a year
Retention period	For as long as the individual membership continues

**Patrick Denney (Chairman) 8 May 2018**